

Professional and Managerial Branch
Cultural Group
Museum Series

MUSEUM FACILITIES OPERATIONS SUPERVISOR

04/99 (CDH)

Summary

Under general supervision supervise and maintain operations of art and other assigned museum buildings and related equipment.

Typical Duties

Coordinate preparation of museum buildings and arrangements for public display and event facilities with accountable museum staff, and otherwise support on-going and special operations. Involves: directing or designing, laying out, constructing, modifying, setting up and dismantling audio and lighting systems, exhibit floor areas, wall spaces, pedestals and platforms in accordance with prescribed security and artistic standards; obtaining, orienting and monitoring performance of contract security personnel to ensure public acceptance of safety and security rules and regulations; monitoring event security, developing and communicating crowd control and emergency egress plans; arranging for police and fire support for large events, keeping attendance data, providing operators for audio-visual productions and on-call maintenance personnel for events; ensuring adherence to standards of storage and security of fine arts of high intrinsic value.

Maintain and repair buildings and infrastructure equipment, and monitor operation of complex heating ventilation and air conditioning (HVAC), security and fire suppression systems. Involves: conducting regular and special inspections of equipment and monitoring of systems; insuring compliance with State and Federal inspection programs, building safety and operating codes and regulations, taking corrective and compliance action; developing and executing preventive maintenance programs to meet equipment manufacturers' specifications and operational needs; scheduling and executing operational maintenance of plumbing, glazing, painting, janitorial service, and internal and external appearance of buildings and grounds; using computer based facility management system to verify that HVAC and security equipment is operating within tolerances, adjusting and restoring systems to specified standards; assuring operational status of back-up power and systems monitoring equipment; preparing and following up on work orders, monitoring quality of work, time and materials expended and timely completion; developing procedures and technical improvements to enhance effectiveness of monitoring equipment.

Develop, recommend and oversee unit expenditures and budgets. Involves: analyzing material and supply usage and man-hour consumption and trends, preparing budget forecasts based on experience and projected facility use estimates, estimating overtime needs and projecting contractor and volunteer labor requirements, justifying overtime expenses; participating in medium-term operational planning activities, making recommendations on scheduling and event support cost estimates; researching, developing and preparing specifications for material, supply and equipment purchases, preparing purchase requests, justifying projected cost estimates; verifying receipt of materials ordered; recommending contract labor specifications and uses, monitoring contractor performance quality and billings for contract compliance; overseeing procedures for cash transfer from Museum to City hall for deposit.

Supervise assigned non-supervisory semiskilled trades, labor and operations support employees. Involves: assigning work; issuing written and oral instructions; checking work for exactness, neatness and conformance to policies; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance; coaching and arranging for or conducting employee training and development activities; enforcing personnel rules and regulations, standards of conduct, appearance, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related duties as assigned. Involves: performing specified duties of supervisor, coworkers or subordinates as qualified to maintain continuity of normal operations, if assigned; preparing and presenting recurring and special activity reports and setting up and maintaining related records.

Minimum Qualifications

Training and Experience Associate of Arts degree in building operations or maintenance related curriculum, including course work in HVAC systems; plus five (5) years increasingly responsible experience in operation or maintenance of a large, multistory building with close-tolerance climate control requirements, including at least one (1) year in facility maintenance management; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: complex security monitoring, HVAC and climate control systems. Considerable knowledge of: inspection and record keeping requirements and methods. Good knowledge of: safety and security procedures; various skilled building trades methods. Some knowledge of supervisory techniques.

Ability to: effectively coordinate support and maintenance requirements into overall operation of museum facilities; obtain and retain the cooperation and understanding of professional artists and exhibit administrators; communicate safety and security rules to management and the general public; read and interpret blueprints, schematics and equipment diagrams; ensure timely compliance of contractor personnel to meet routine and special event operations; direct and motivate semi-skilled employees in a wide variety of close tolerance facility modification, repair and maintenance activities; operate computer based systems.

Skill in safe: application of various skilled building trades practices; operation and care of computer facility management and security monitoring and operating programs; sensitive climate control systems to close tolerances; motor vehicle.

Physical Requirements: Frequent walking and stair climbing; occasional bending and stooping to perform equipment inspections; exposure to solvents, grease and coolants; lifting of medium weight materials (up to 50 pounds); driving through city traffic.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays and extended overtime hours as required.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent license issued by another state.

Director of Personnel

Department Head

OFFICIAL